

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: Montana Dakotas Leadership
Attn: CBS Staff

From: Deputy State Director, Division of Support Services

Subject: Collections and Billings System (CBS) Site Visits and Training

This Information Bulletin (IB) is to provide information of an audit of the statewide CBS program, scheduled for the field offices identified below. The CBS program has not been reviewed in the field offices for many years and is required as part of the Department's Internal Control Review function. Based on previous CBS audits conducted by the National Operations Center (NOC), a program site review and training to our state's CBS users is an identified corrective action item.

During the site visits, the Montana State Office CBS core team will be analyzing the responses from the Managers' Annual Review of their CBS functions, as well as providing any necessary training to field office CBS users. Tammy Fisher and Jeanette Reichert are MSO core team members.

Each field office will need to have CBS users available for the designated site visit/training. A conference room is not needed, as the core team will conduct the site visit/training in the immediate area of the CBS staff so that records can be reviewed.

The field office site visits and training are scheduled as follows:

<u>Office</u>	<u>Date</u>
Miles City Field Office	May 20, 2015
Glasgow Field Office	June 22 (in p.m.)-23 (in a.m.), 2015
Malta Field Office	June 23 (in p.m.)-24 (in a.m.), 2015
Havre Field Office	June 24 (in p.m.)-25 (in a.m.), 2015
Upper Missouri River Breaks Nat'l Monument	June 25 (in p.m.)- 26 (in a.m.), 2015
Great Falls Field Office	July 22, 2015 (in p.m.)
Lewistown Field Office	July 23, 2015 (in a.m.)

Questions pertaining to this information bulletin may be directed to Tammy Fisher at (406) 896-5231 or Jeanette Reichert at (406) 896-5070.

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